

12.010 ROLL CALL AND INSPECTION

References:

Procedure 12.020 - Uniforms, Related Equipment, and
Personal Grooming
Procedure 12.025 - Authorized Sidearms
Standards Manual - 1.3.9, 12.1.4, 12.2.2, 26.1.1,
26.1.3, 33.5.2, 41.1.3, 53.1.1

Policy:

The need for uniformity in a semi-military organization is self evident. While slight procedural differences may be necessary in certain units, conduct roll call and inspection in the same manner throughout the Division. Variations in equipment or uniform parts lead to confusion and detract from an impressive appearance.

Purpose:

To be sure all personnel are physically fit, well groomed, have a clean, pressed uniform, and proper equipment. Supervisory personnel conducting inspections will ensure compliance with regulations relative to haircuts, shaves, shoe-shines, weight, etc.

Procedure:

A. Daily Roll Call and Inspection:

1. All uniformed units will conduct daily roll call and inspection in the following manner. The inspecting supervisor will follow the commands in the order listed.
 - a. "Fall In" - Two or more ranks may be used, depending on the number of officers. Ranks should be four feet apart where possible.
 - b. "At Close Interval . . . Dress Right - Dress" - When the officers have straightened the ranks and are properly aligned, the supervisor commands, "Ready . . . Front."
 - c. "Secure . . . Arms . . . Prepare for Inspection" - At this point the supervisor carefully inspects the officers for appearance and proper equipment.

- d. "Raise . . . Pistols" - Pistols are inspected in the following manner:
 - 1) When the inspecting supervisor gives the command to raise pistols, the officer will:
 - a) Remove the magazine from the holstered pistol.
 - b) Hold the magazine in the weak hand in such a way so as the inspecting supervisor can observe it is loaded.
 - c) Draw the pistol from the holster.
 - d) Raise the pistol with the muzzle straight up to the inspecting supervisor's eye level.
 - 2) As the inspecting supervisor approaches the officer's right, the officer will rotate the pistol, enabling the inspecting supervisor to view the chambered round through the weapon's ejection port. The supervisor will ensure the weapon is loaded.
 - 3) After inspection, the officer will lower his pistol and return it to the holster.
- e. "Replace...Magazines" - The officer will then reinsert the magazine into the holstered pistol.
- f. "Order . . . Arms"
- g. "Port . . . Arms" - A supervisor calls the roll from this position. When an officer's name is called, the officer will answer "Here, Sir", and automatically execute the baton "Order Arms."
- h. "Fall Out" - At this time officers may be seated for the reading of roll call announcements.

2. All non-uniform units will conduct supervisory inspections of personnel at the beginning of each tour of duty, according to their bureau's S.O.P.
3. Supervisors will provide roll call training on a weekly basis. Consider service demand for the chosen day of the week.
 - a. A supervisor will complete and forward a Form 17 to the Training Section Commander indicating the subject content, the number of officers trained, time spent on instruction, and any additional comments.
4. Upon shift change, a supervisor will confirm the status of all unit personnel for dismissal and clear them according to bureau S.O.P.

B. Weekly Inspections:

1. A supervisor will conduct a thorough inspection of equipment assigned to officers in the unit weekly. The supervisor will be sure all equipment is authorized and in good condition. This inspection will include but is not limited to:
 - a. Leather equipment - Belts, holster (and snaps), ammunition case, handcuff case, baton-ring, chemical irritant and holder.
 - b. Firearm and ammunition
 - 1) The inspecting supervisor will:
 - a) Thoroughly inspect the firearm. Be sure it is in good working order, free from dirt and corrosion, and the barrel is clear.
 - b) Check ammunition for age, condition, and proper type.

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